

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 24, 2018 at the CDRC

Attendance:	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	Steve Anderson	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Regrets: L. Ryan and D. White

Meeting called to order by Facility Administration Manager, Kim Fraser at 5:30pm.
A quorum was present.

Kim Fraser welcomes all board members and new member Shelburne Representative, Steve Anderson.

Elections were opened:

Chairman: Moved by Heather Foster, seconded by Janice Elliott to nominate Chris Gerrits for Chairman. Carried

Chris Gerrits accepts the nomination

Hearing no further nominations:

Moved by J. Elliott, seconded by R. Chambers to close nominations. Carried

Chris Gerrits accepts the position of Chairman

Chairman, C. Gerrits assumes chair of the meeting. C. Gerrits thanks the members and continues with the meeting. The floor is opened to nominations for Vice-Chairman.

Vice-Chairman: Moved by Chris Gerrits, seconded by Heather Foster to nominate Laura Ryan for Vice-Chairman. Carried

Prior to the meeting Laura Ryan acknowledged that she will accept a nomination for position of Vice-Chairman

Hearing no further nominations:

Moved by J. Elliott, seconded by AJ Cavey to close nominations. Carried

Committees for 2018:

Some changes were made to the Committees. Discussion to have S. Anderson and D. White fill the vacant position(s) left by their predecessors from their respective Municipalities.
See Schedule A

Declaration of Pecuniary Interests:

Chairman, C. Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

Add: New Business – Requests from Shelburne Muskies and Dan Sample

MOTION #1 – Moved by J. Elliott seconded by S. Anderson. Be it resolved we approve the agenda dated January 24, 2018 as amended and presented.
Carried

Discussion of Minutes of Previous Meetings:

MOTION #2 – Moved by S. Anderson seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held November 22, 2017 be approved as presented and circulated.
Carried

Correspondence:

- Town of Mono that Council approves the CDRC 2018 Approved Budget
- Shelburne Taekwondo-will no longer be renting T&C Room effective January 30, 2018
- Town of Shelburne-Appointment to CDRC Board of Management: Randy Chambers, Dan Sample and Steve Anderson
- Town of Shelburne-re Grass Cutting for 2018 will be \$75.00 weekly

MOTION #3 – Moved by J. Elliott seconded by S. Anderson. That correspondence is received and placed on file.
Carried

Finance Committee Report:

The 2018 cheque signing authorities for the CDRC chequing account will remain the same and be Administration Manager, Kim Fraser; Chairman, Chris Gerrits and Vice Chairman, Laura Ryan.

MOTION #4 – Moved by R. Chambers seconded by D. Sample. That the bills and accounts as presented in the amount of \$117,358.60 be approved and paid.
Carried

Pool Committee Report:

During the Christmas break, the CDRC ran a Babysitting Course and a Home Alone Safety for Kids Course. See Schedule B.

MOTION #5– Moved by R. Chambers seconded by D. Sample. That we receive the report from the Pool Committee.
Carried

Facility Administration Manager's Report:

See Schedule C

MOTION #6 – Moved by AJ Cavey seconded by J. Elliott. That we receive the report from the Facility Administration Manager.

Carried

Facility Maintenance Manager's Report:

See Schedule D

MOTION #7 – Moved by R. Chambers seconded by D. Sample. That the quote from Thermotech for replacement of the arena boiler at a price of \$12, 750 be accepted; and that the facility manager be authorized to enter into an agreement with Thermotech.

Carried

MOTION #8 – Moved by AJ Cavey seconded by J. Elliott. That we receive the report from the Facility Maintenance Manager.

Carried

Old Business:

Ontario Sports and Recreation Communities Fund (OSRCF):

C. Gerrits reported that an application for funding has been submitted. The application is requesting an additional person for one (1) year and training for day camp and lifeguard staff. Results will be announced later in March.

New Business:

Dufferin County Child Care Fee Subsidy:

See Schedule E

Representatives from Dufferin County Community Services are interested in speaking to the CDRC Board at the February meeting.

Health and Safety Policy Statement:

MOTION #9 – Moved by R. Chambers seconded by D. Sample. That the Health and Safety Policy distributed at the January 24, 2018 Board meeting be approved.

Carried

Shelburne Muskies Request for Free Use of T&C Room:

After discussion the following motion was presented.

MOTION #10 – Moved by J. Elliott seconded by H. Foster. That the CDRC receive the correspondence from the Shelburne Muskies and place on file.

Carried

Easter Extravaganza Request for Free Use of T&C Room:

After discussion the following motion was presented.

MOTION #11 – Moved by R. Chambers seconded by H. Foster. That the CDRC provide the use of the Town & Country room/kitchen, Pool View room and the parking lot from the building to the berm, from the entrance of the building to the end of the building to the north from 8:00am to 4:00pm for the Easter Extravaganza at no cost.
Carried

R. Chambers and D. Sample leave at 6:58pm

It was strongly suggested that a policy be developed regarding free or discounted rentals.

Confirmation by By-law

MOTION #12 – Moved by AJ Cavey seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #01-2018 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held January 24, 2018.

Carried

Adjournment:

MOTION #13-Moved by AJ Cavey seconded by H. Foster. That we now adjourn at 7:05pm to meet again on February 28, 2018 at 6:00pm, or at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

COMMITTEES FOR 2018

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Randy Chambers
	Member:	Steve Anderson
	Member:	Heather Foster
	Member:	Darrin White
	Member:	Laura Ryan
POOL COMMITTEE:	CHAIRMAN:	Dan Sample
	Member:	Darrin White
	Member:	A.J. Cavey
	Member:	Laura Ryan
	Member:	Chris Gerrits
POLICIES & PROCEDURES:	CHAIRMAN:	Janice Elliott
	Member:	Heather Foster
	Member:	Steve Anderson
	Member:	Laura Ryan
HUMAN RESOURCE:	Member:	Laura Ryan
	Member:	Janice Elliott
	Member:	Chris Gerrits
	Member:	Steve Anderson
	Member:	A.J. Cavey
HALL OF FAME:	Member:	Dan Sample
	Member:	Chris Gerrits
	Member:	Darrin White

Chris Gerrits is the CDRC Board of Management Chairman for 2018 and is ex-officio on all committees.

Laura Ryan is the CDRC Board of Management Vice-Chairman.

SCHEDULE 'B'

TO: CDRC Board of Management
FROM: Emily Francis and Kim Fraser
DATE: January 18, 2018
SUBJECT: Red Cross Babysitting and Home Alone Safety for Kids Course Review

ANALYSIS:

- For the first time, the Centre Dufferin Recreation Complex offered the Red Cross Babysitting Course and the Home Alone Safety for Kids Course during the Christmas break.
- Registrations opened for both courses the first week of December. Registrations were accepted by email and payments received by cash, cheque, debit or e-transfer. E-transfer option was a huge success. Interested parents were required to email the CDRC Pool and in response were sent the directions to secure the spot for their child. This was convenient for many with the unpredictable weather and various job schedules. Parents/Guardians could also register by visiting the CDRC to secure a spot for their child.

COURSE INFORMATION AND DETAILS:

Red Cross Babysitting Course

When: Wednesday January 3rd 2018

Time: 8:30-4:00pm Fee: \$42.00 # of Participants: 14

Home Alone Safety for Kids

When: Friday January 5th 2018

Time: 9:00-3:30pm Fee: \$35.00 # of Participants: 27

RECOMMENDATIONS:

- Recommend offering both courses again over the Christmas break. Both days the ice was available for recreational skating as a break after lunch. It's suggested that an activity of this nature be included with these the courses in the future. It broke up the day for the children and allowed them to burn off some energy which helped with the success in the second half of the day. In the summer months a swim could be added, in substitution for skating.
- Both the Babysitting and Home Alone courses had a great turnout. I would suggest keeping the babysitting course under 20 kids, it allowed for more hands on activities and fluctuation within the course. Kids were able to spend more time learning all the concepts because it was a smaller environment. It could also be shortened from 9:00-4:00pm. Overall, there was positive feedback received from both courses from participants and their families.

Respectfully submitted,

Emily Francis

SCHEDULE 'C'

Facility Administration Managers Report – January 24, 2018

Pool and Camp:

Seasonal Summer Employment opportunities are posted. Resumes for Head Lifeguard and Head Day Camp positions will be received until Tuesday, January 23, 2018. Resumes for the remaining lifeguard and day camp positions will be received until Thursday, February 15, 2018

Ice Rentals:

- OMHA playdowns have begun.
- Muskies playoffs begin first week of February
- HTI has three (3) teams reserved to come and play a 2 home game series with each team (Sat/Sun) in January and February. Only if necessary, public skating may be cancelled and needed on February 11

Upcoming school rentals:

- Glenbrook ES has booked 22 ice rentals for a varsity morning skate, kindergarten and junior divisions
- CHES has book three (3) ice rentals for a junior division
- Hyland Heights ES has booked six (6) ice rentals for a primary division
- Primrose ES has booked a six (6) hour block for a sledge hockey workshop
- CDDHS Girls Varsity has an eight (8) hour tournament booked

Dufferin County Museum is planning a Family Play Day with Aaron Downey from 1-3pm on February 19. RBC is considering renting additional ice for family skating following the Museum event

Public skating is scheduled on Friday, Jan 24th from 1:00-3:00pm for UGDSB PA Day

General/New Business:

Currently working on:

- 2017 Financial Year End and reconciliations including employee T4's, Summary of Remuneration Paid, Omers Form 19, WSIB reconciliation, HST remittance.
- Seasonal Summer Employment-post ads, schedule interview
- Canada Summer Jobs 2018 Grant Application-due Friday, February 2nd
- Preparation of Spring/Summer 2018 Recreation Guide. Approval deadline is March 1st and distribution March 22nd.
- Investigating online registrations and online payments for CDRC summer programs

Action Items

No report

Kim Fraser

Facility Administration Manager

SCHEDULE 'D'

Facility Maintenance Managers Report – January 24, 2018

SAFETY:

There were no worker safety incidents.

2 reported public incidents

Girl broke arm public skate fell called 911 Caught on video girl fell when trying to stop.

Girl had bump over eye from door Caught on video improper opening of door.

ARENA:

Dehumidifier motor bearing worn, tripped over load, replace motor.

Roof was leaking after a freeze thaw cycle. Made some short term fix by installing plastic in rafter as water dripping on ice causing unsafe conditions. Roofing company came in and found an area of concern that showed soaked installation and a large crack. Repaired

Jan 22 2018 additional leak will divert water and call roofing company.

BUILDING:

POOL:

GROUNDS:

NEW BUSINESS:

Arena boiler replacement see attached.

Back stairwell can we move forward. Next steps drawings for building permit then tender for construction

Dan asked to review daily reports from Marty's and staff use. Will provide at meeting. Supplied blank daily check list and also other staff training information.

GENERAL INFORMATION:

New LED lighting capital project completed.

Ammonia upgrades completed Ammonia system now monitored 24/7 it will dispatch fire department and notify me.

Also ammonia respirator test fit for Tyler and me to enter room at low level alarm Jan 29 2018

Toilet partitions in T & C Complete and rooms painted \$1878.00

Ordered new set of hockey nets. Frame, padding and netting all worn out. \$1,725.00 less shipping

Replaced AUX clock LED segments (lights) \$1,400.00

Action Items Sop

Reviewed and updated SOP's:

(SOP for Snack bar fire equipment)

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'E'

TO: CDRC Board of Management
FROM: Kim Fraser
DATE: January 20, 2018
SUBJECT: Dufferin County Community Services-Child Care Fee Subsidy

ANALYSIS:

Dufferin County Community Services has approached the CDRC regarding Child Care Fee Subsidy. The County is interested in bring the Community Services program to the CDRC Summer Day Camp as there is a need for more local subsidized child care.

The CDRC Summer Day Camp began in 2011. The day camp has grown each year and last year exceeded expectations. The Summer Day Camp has proven to be an important local program.

The CDRC needs to review and determine what direction it would like to see the camp take. Previous staff reports have provided some information and suggestions.

RECOMMENDATION:

In order to consider and take on the County program, the CDRC Day Camp needs to expand and camp planning requires more development and more time than 1 to ½ months preparation. As things develop and improve, registration for the CDRC Summer programs (Pool and Camp) could begin earlier that it previously has in mid-May. In time, the camp could develop and grow for Christmas and March breaks as well.

ATTACHMENTS:

County of Dufferin-Community Services information
CDRC Day Camp-Year End Report 2017

Respectfully submitted,

Kim Fraser
CDRC Facility Administration Manager